

## **Board Public Notice Protocol**

***(Adopted by ETF/WR/TR Board Chairs: 08/13/2009)***

The Open Meetings Law requires that the chief presiding officer of a governmental body, or the officer's designee, give notice of each meeting of the body to: (1) the public, (2) any members of the media who have submitted a written request for notice and (3) the official state newspaper. Wis. Stat. §19.84 (1).

According to the Attorney General, the chief presiding officer may give notice of a meeting to the public by posting the notice in one or more places likely to be seen by the general public. Generally, the Attorney General has recommended posting notices at three different locations within the jurisdiction of the governmental body. Alternatively, according to the Attorney General, the chief presiding officer may give notice to the public by paid publication in a news medium likely to give notice in the jurisdiction area the body serves.

Currently, ETF posts meeting notices at the State Capitol, at its Badger Road headquarters and on its internet site under the "Governing Boards" tab. In addition, we publish notices in the Wisconsin State Journal, the State's officially designated newspaper. Publication costs about \$220 for each quarterly meeting of the retirement boards and about \$35 for each meeting of the Group Insurance Board. These published notices are in small print and appear in the "Legal Notices" section of the newspaper along with many other notices. In an effort to better control board costs and to try to provide more meaningful notice ETF will, subject to approval by the chairs of the respective boards, do the following to meet the identified requirements:

- 1) **Requirement:** Post notice in one or more places likely to be seen by the general public.
  - **How ETF will comply:** ETF will post notice in the following places: ETF bulletin board at front entrance on Badger Road office; SWIB bulletin board at SWIB's Wilson Street office; at State Capitol bulletin board where other such notices are posted; on ETF internet site homepage (under What's New, "Upcoming Board Meeting Notice"); and on Wisconsin.gov, the general internet portal to Wisconsin State government, if available. ETF will no longer pay for publication of the notices.
- 2) **Requirement:** Give notice to media who submit a written request for the notice.
  - **How ETF will comply:** ETF will keep track of all such requests and give a meeting notice to any member of the media who has submitted a written request for a notice.
- 3) **Requirement:** Give notice to the officially designated newspaper.
  - **How ETF will comply:** ETF will provide copies of the notice to the Wisconsin State Journal but will not pay for the publication of the notice. The Board Liaison will fill out an affidavit indicating that she mailed the notice to the WSJ and file copies with the materials for that meeting.